

Jurisdiction: City of Auburn
Class: Non Competitive
Adopted: 10/8/02
Revised: 1/11/16

BUILDING MAINTENANCE MECHANIC

DISTINGUISHING FEATURES OF THE CLASS:

The work involves responsibility for performing a variety of skilled mechanical and other building maintenance, repair and construction related tasks which may be performed indoors and outdoors under adverse working conditions. A working knowledge of one or more trades is necessary, as a Building Maintenance Mechanic works along various mechanical fields as the occasion demands. An employee in this class may devote more time to a specialized field due to experience and training. Incumbents in this position perform duties with latitude for independent planning and carrying out the details of the work. The work may involve the part-time operation of a truck. General instructions are received and work is performed under immediate or general supervision, depending upon the nature of the tasks. Does related work as required.

TYPICAL WORK ACTIVITIES:

Performs skilled building repair and maintenance work in masonry, carpentry, electrical or painting operations;

Performs skills necessary to oversee the day to day operations of the methane gas recovery and the leachate transfer system and the associated collection of pipe work.

Inspect, maintain, repair and overhaul pumps, other machinery and related mechanical and other equipment used in the City's facilities and systems for the supply distribution and collection of methane gas and landfill leachate.

Inspects, records and utilizes charts, dial, gauges meters and other monitors to determine pressures conditions, flow and feed rates and other operating conditions. Performs routine adjustments in response to monitoring results.

Installs and repairs wiring systems and electric fixtures and equipment;

Installs shelving, storage cabinets and hardware;

Performs skilled painting work;

Oversees the operation and maintenance of central heating system;

Estimates materials required for repairs;

Repairs windows, doors, floors, walls and other parts of buildings;

Installs and repairs general plumbing equipment such as sinks, toilets and baths;

Mixes plaster and concrete and assists in laying brick, plastering walls, finishing
concrete work, etc.;

Operates air compressors and other motorized equipment;

Loads and unloads materials and supplies and records goods received and shipped;

Takes part in general grounds maintenance activities;

Serves as general worker performing a variety of basic tasks;

Performs preventive maintenance on agency equipment and fixed property;

Keeps basic records, logs and reports on maintenance performed and materials
received and used;

May perform housekeeping and cleaning tasks;

May meet with supervisor or others to schedule or coordinate specific repairs or
maintenance of equipment;

When assigned to treatment plant, performs maintenance and repair of water
and wastewater treatment plant machinery, utilizing a variety of tools including
gas and electric welding equipment;

Performs maintenance skills necessary to oversee the day to day operations of the
hydro facilities.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of the practices, materials, tools and machinery of the skilled journey level trade in which experience has been gained;

Good knowledge of modern buildings and grounds maintenance and repair practices;

Good knowledge of safety precautions and practices associated with maintenance and repair work;

Good knowledge of the operation and maintenance of a central heating system;

Working knowledge of the operation and maintenance of water and wastewater plant machinery and equipment;

Ability to effectively and efficiently use a variety of hand and power tools such as saws, drills, electric nailer, radial arm saw, drill press, 22 caliber ram set, router, welder, pipe filling equipment, electric tester, torches, etc;

Ability to understand and follow written and verbal instructions;

Mechanical aptitude;

Willingness to work under adverse weather conditions;

Manual dexterity;

Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Two (2) years of experience in general building construction, maintenance or repair work in one or more of the standard trades, such as carpentry, plumbing, electrical work, masonry, etc. NYS Driver's License required.